



GRANT COUNTY BOARD OF COUNTY COMMISSIONERS

Memo

To: Board of County Commissioners

From: Janice Flynn, Administrative Services Coordinator *Janice*

Date: January 23, 2023

Re: *Authorization for Release of Funds, Dept of Commerce, CDBG CV1 #20-6221C-111, Subrecipient OIC Request #20-22*


OIC has requested reimbursement regarding the above-referenced grant in the amount of \$9,480.92 for November 2022 expenses. Their documentation is attached for review.

I am requesting the release of funds for payment to OIC in the amount of \$9,480.92.

Thank you.

A19 VOUCHER FORM

Voucher #8

 WASHINGTON STATE DEPARTMENT OF COMMERCE		AGENCY NUMBER	IDIS PROJECT NUMBER	COMMERCE CONTRACT NUMBER				
A19 VOUCHER DISTRIBUTION		1030	107	20-6221C-111				
AGENCY NAME DEPARTMENT OF COMMERCE ATTN: CDBG-CV PO BOX 42525 OLYMPIA, WA 98504-2525		INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services.						
VENDOR OR CLAIMANT (Warrant is to be payable to): GRANT COUNTY PO BOX 37 EPHRATA, WA 98823-0037		Vendor's Certificate: I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.						
		By: _____ (SIGN IN BLUE INK)						
REPORTING PERIOD: Nov-22		(TITLE)		(DATE)				
IDIS Activity ID	DESCRIPTION	ORIGINAL BUDGET	PRIOR AMOUNT REQUESTED	AMOUNT THIS INVOICE	REMAINING BALANCE			
Add or delete budget line items as needed. Includes CV1 and CV2 as applicable.								
8310	21A General Admin (Grant County Expenses Only)	\$ 23,090.00	\$ -		\$ 23,090.00			
8311	05Q Public Services Admin. Budget (OIC)	\$ 96,367.84	\$ 43,702.48	\$ 2,124.23	\$ 50,541.13			
8311	05Q PS-Subsistence Payments (rent, mortgage, utility) (OIC)	\$ 150,000.00	\$ 95,558.99	\$ 1,301.00	\$ 53,140.01			
8312	05X PS- Housing Counseling (OIC)	\$ 110,715.59	\$ 19,223.14	\$ 2,115.63	\$ 89,376.82			
8313	18C - Microenterprise Assistance Admin. (OIC)	\$ 151,034.57	\$ 12,317.07	\$ 3,940.06	\$ 134,777.44			
8313	18C - Microenterprise Financial Assistance (OIC)	\$ 50,000.00	\$ 25,697.02	\$ -	\$ 24,302.98			
8313	18C - Microenterprise Training (OIC)	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00			
	05O - Urgent Need- Mental Health -General Public (Grant Co.)	\$ 198,000.00	\$ -	\$ -	\$ 198,000.00			
	05O - Urgent Need- Mental Health -Tele-Health (Grant Co.)	\$ 32,157.00	\$ -	\$ -	\$ 32,157.00			
	05O - Urgent Need- Mental Health -County Jail (Grant Co.)	\$ 106,000.00	\$ -	\$ -	\$ 106,000.00			
Balances		\$ 929,365.00	\$ 196,498.70	\$ 9,480.92	\$ 723,385.38			
BELOW THIS LINE IS FOR DEPARTMENT OF COMMERCE								
PROGRAM		APPROVAL FOR PRINTED NAME: Jennifer Lewis			DATE			
CURRENT DOC NO.		REFERENCE DOC NO.						
ACCOUNT NO.		ADD NUMBER						
TRANS CODE	M O D	MASTER INDEX	SUB OBJ	SUB SUB OBJ	GL ACCT	SUBSID	AMOUNT	INVOICE NUMBER
CI		622C0320	NZ					
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT					DATE		WARRANT TOTAL	
Jennifer Lewis, Program Manager							CMS Invoice ID:	
ACCOUNTING APPROVAL FOR PAYMENT					DATE			

OIC of Washington
CDBG CV1 Expense Tracking Summary - 500
Grant Period: 10/01/2020 - 12/31/2023
20-6221C-111

BILLING PERIOD: NOVEMBER 2022

	DESCRIPTION	ACCOUNT	BUDGET	YTD EXPENSED (as of 11/30/22)	YTD BILLED (as of 10/31/22)	DIFFERENCE	BUDGET BALANCE (as of 11/30/22)
05Q PUBLIC SERVICES-SUBSISTENCE PAYMENTS / 05X HOUSING ASSISTANCE							
PUBLIC SERVICES ADMIN (030-62, 030-62-50)							
TOTAL PUBLIC SERVICE ADMIN BUDGET			\$96,367.84				\$96,367.84
	ADMINISTRATION - INDIRECT (009)			\$13,419.58	\$13,064.23	\$355.35 ✓	(\$13,419.58)
008	ADMINISTRATION - DIRECT (008)			\$317.83	\$317.83	\$0.00	(\$317.83)
030-62	Salary	5311		\$18,528.30	\$17,449.11	\$1,079.19 ✓	(\$18,528.30)
030-62	FICA, OIC Exp	5351		\$1,381.77	\$1,302.27	\$79.50 ✓	(\$1,381.77)
030-62	LAND I, OIC Share	5352		\$109.06	\$102.92	\$6.14 ✓	(\$109.06)
030-62	State UCI, OIC Exp	5353		\$346.67	\$331.34	\$15.33 ✓	(\$346.67)
030-62	PFML	5355		\$91.18	\$84.70	\$6.48 ✓	(\$91.18)
030-62	Disability, OIC Exp	5360		\$206.42	\$192.45	\$13.97 ✓	(\$206.42)
030-62	Medical Insurance, OIC Exp	5361		\$2,129.19	\$1,958.31	\$170.88 ✓	(\$2,129.19)
030-62	Life Insurance, OIC Exp	5362		\$82.13	\$76.60	\$5.53 ✓	(\$82.13)
030-62	Pension, OIC Exp	5363		\$1,361.24	\$1,285.70	\$75.54 ✓	(\$1,361.24)
030-62	Accrued PTO Exp	5364		\$1,172.43	\$1,056.05	\$116.38 ✓	(\$1,172.43)
030-62	Audit Costs	5402		\$85.21	\$85.21	\$0.00	(\$85.21)
030-62	Website design & Hosting	5403		\$672.12	\$562.54	\$109.58 ✓	(\$672.12)
030-62	Mileage/Perdiem:-In state	5500		\$961.83	\$883.79	\$78.04 ✓	(\$961.83)
030-62	Depreciation Exp Equip	5602		\$16.40	\$15.65 <i>rev</i>	\$0.75 ✓	(\$16.40)
030-62	Consumables	5700		\$783.30	\$783.30	\$0.00	(\$783.30)
030-62	Reproduction Supplies	5712		\$86.26	\$86.26	\$0.00	(\$86.26)
030-62	Equipment-added	5800		\$738.98	\$738.98	\$0.00	(\$738.98)
030-62	Insurance	5910		\$91.52	\$85.63	\$5.89 ✓	(\$91.52)
030-62	Advertising	5945		\$2,250.00	\$2,250.00	\$0.00	(\$2,250.00)
030-62	Communication (Telephone/Cell & ISP)	5960		\$830.63	\$830.63	\$0.00	(\$830.63)
030-62	Postage	5970		\$0.00	\$0.00	\$0.00	\$0.00
030-62-50	Depreciation Exp Bldg	5601		\$25.36	\$19.68 <i>rev</i>	\$5.68	(\$25.36)
030-62-50	Depreciation Exp Equip	5602		\$0.02	\$0.02	\$0.00	(\$0.02)
030-62-50	Space	5611		\$96.66	\$96.66	\$0.00	(\$96.66)
030-62-50	Utilities	5630		\$13.81	\$13.81	\$0.00	(\$13.81)
030-62-50	Build Repair/Maint.	5640		\$21.02	\$21.02	\$0.00	(\$21.02)
030-62-50	Insurance	5910		\$0.12	\$0.12	\$0.00	(\$0.12)
030-62-50	Liability Insurance	5912		\$7.67	\$7.67	\$0.00	(\$7.67)
SUBTOTAL			\$96,367.84	\$45,826.71	\$43,702.48	\$2,124.23	\$50,541.13
SUBSISTENCE PUBLIC SERVICES PAYMENTS (030-62, 030-62-50)							
TOTAL SUBSISTENCE PS PAYMENTS BUDGET			\$150,000.00				\$150,000.00
030-62	Client Mortgage Payment	5618		\$23,019.85	\$23,019.85	\$0.00	(\$23,019.85)
030-62	Housing Asst/Rent	5619		\$16,800.10	\$15,499.10	\$1,301.00	(\$16,800.10)
030-62	Services	5959		\$7,392.13	\$7,392.13	\$0.00	(\$7,392.13)
030-64	Client Mortgage Payment	5618		\$7,573.46	\$7,573.46	\$0.00	(\$7,573.46)
030-64	Housing Asst/Rent	5619		\$42,074.45	\$42,074.45	\$0.00	(\$42,074.45)
SUBTOTAL			\$150,000.00	\$96,859.99	\$95,558.99	\$1,301.00 ✓	\$53,140.01
05X - HOUSING INFORMATION AND REFERRAL SERVICES (030-64, 030-64-50)							
TOTAL PS HOUSING COUNSELING BUDGET			\$110,715.59				\$110,715.59

	DESCRIPTION	ACCOUNT	BUDGET	YTD EXPENSED (as of 11/30/22)	YTD BILLED (as of 10/31/22)	DIFFERENCE	BUDGET BALANCE (as of 11/30/22)
030-64	Salary	5311		\$6,115.06	\$4,946.22	\$1,168.84	(\$6,115.06)
030-64	FICA, OIC Exp	5351		\$466.76	\$378.27	\$88.49	(\$466.76)
030-64	L AND I, OIC Share	5352		\$32.94	\$25.45	\$7.49	(\$32.94)
030-64	State UCI, OIC Exp	5353		\$89.94	\$73.35	\$16.59	(\$89.94)
030-64	PFML	5355		\$38.65	\$31.58	\$7.07	(\$38.65)
030-64	Disability, OIC Exp	5360		\$55.40	\$51.70	\$3.70	(\$55.40)
030-64	Medical Insurance, OIC Exp	5361		\$312.99	\$256.67	\$56.32	(\$312.99)
030-64	Life Insurance, OIC Exp	5362		\$22.05	\$20.58	\$1.47	(\$22.05)
030-64	Pension, OIC Exp	5363		\$450.93	\$368.43	\$82.50	(\$450.93)
030-64	Accrued PTO Exp	5364		\$345.05	\$323.49	\$21.56	(\$345.05)
030-64	Audit Costs	5402		\$25.46	\$25.46	\$0.00	(\$25.46)
030-64	Credit Reports	5411		\$366.60	\$366.60	\$0.00	(\$366.60)
030-64	Mileage/Perdiem:-In state	5500		\$1,165.00	\$1,116.85	\$48.15	(\$1,165.00)
030-64	Depreciation Exp Equip	5602		\$2.87	\$2.87	\$0.00	(\$2.87)
030-64	Consumables	5700		\$1,209.81	\$1,139.54	\$70.27	(\$1,209.81)
030-64	Reproduction Supplies	5712		\$54.05	\$54.05	\$0.00	(\$54.05)
030-64	Equipment-added	5800		\$2,568.42	\$2,568.42	\$0.00	(\$2,568.42)
030-64	Insurance	5910		\$24.49	\$21.31	\$3.18	(\$24.49)
030-64	Advertising	5945		\$6,220.00	\$5,680.00	\$540.00	(\$6,220.00)
030-64	Staff Training	5949		\$200.00	\$200.00	\$0.00	(\$200.00)
030-64	Communication (Telephone/Cell & ISP)	5960		\$1,403.29	\$1,403.29	\$0.00	(\$1,403.29)
030-64	Postage	5970		\$169.01	\$169.01	\$0.00	(\$169.01)
	SUBTOTAL		\$110,715.59	\$21,338.77	\$19,223.14	\$2,115.63	\$89,376.82
	TOTAL SUBSISTENCE / HOUSING		\$357,083.43	\$164,025.47	\$158,484.61	\$5,540.86	\$193,057.96
18C MICROENTERPRISE ASSISTANCE							
MICROENTERPRISE ASSISTANCE ADMIN (030-63, 030-63-50)							
	TOTAL MICRO ASSIST ADMIN BUDGET		\$151,034.57				\$151,034.57
	ADMINISTRATION - INDIRECT (009)			\$2,897.42	\$2,644.74	\$252.68	(\$2,897.42)
	ADMINISTRATION - DIRECT (008)			\$49.50	\$49.50	\$0.00	(\$49.50)
030-63	Salary	5311		\$5,505.22	\$2,591.37	\$2,913.85	(\$5,505.22)
030-63	FICA, OIC Exp	5351		\$411.96	\$189.04	\$222.92	(\$411.96)
030-63	L AND I, OIC Share	5352		\$40.39	\$17.13	\$23.26	(\$40.39)
030-63	State UCI, OIC Exp	5353		\$64.25	\$22.86	\$41.39	(\$64.25)
030-63	PFML	5355		\$36.00	\$18.52	\$17.48	(\$36.00)
030-63	Disability, OIC Exp	5360		\$40.38	\$40.38	\$0.00	(\$40.38)
030-63	Medical Insurance, OIC Exp	5361		\$644.92	\$642.58	\$2.34	(\$644.92)
030-63	Life Insurance, OIC Exp	5362		\$16.05	\$16.05	\$0.00	(\$16.05)
030-63	Pension, OIC Exp	5363		\$420.05	\$216.08	\$203.97	(\$420.05)
030-63	Accrued PTO Exp	5364		\$264.84	\$264.84	\$0.00	(\$264.84)
030-63	Audit Costs	5402		\$85.21	\$85.21	\$0.00	(\$85.21)
030-63	Website Design & Hosting	5403		\$672.12	\$562.53	\$109.59	(\$672.12)
030-63	Mileage/Perdiem:-In state	5500		\$505.77	\$363.35	\$142.42	(\$505.77)
030-63	Depreciation Exp Equip	5602		\$1.78	\$0.00	\$1.78	(\$1.78)
030-63	Consumables	5700		\$292.60	\$292.60	\$0.00	(\$292.60)
030-63	Equipment-added	5800		\$2,941.86	\$2,941.86	\$0.00	(\$2,941.86)
030-63	Insurance	5910		\$13.81	\$8.43	\$5.38	(\$13.81)
030-63	Advertising	5945		\$1,350.00	\$1,350.00	\$0.00	(\$1,350.00)
030-63-50	Depreciation Exp Bldg	5601		\$3.00	\$0.00	\$3.00	(\$3.00)
	SUBTOTAL		\$151,034.57	\$16,257.13	\$12,317.07	\$3,940.06	\$134,777.44
MICROENTERPRISE FINANCIAL ASSISTANCE (030-63, 030-63-50)							

	DESCRIPTION	ACCOUNT	BUDGET	YTD EXPENSED (as of 11/30/22)	YTD BILLED (as of 10/31/22)	DIFFERENCE	BUDGET BALANCE (as of 11/30/22)
	TOTAL MICRO FINANCIAL ASSIST BUDGET		\$50,000.00				\$50,000.00
030-63	Client Mortgage Payment	5618		\$0.00	\$0.00		\$0.00
030-63	Housing Asst/Rent	5619		\$0.00	\$0.00		\$0.00
030-63	Services	5959		\$25,697.02	\$25,697.02	\$0.00	(\$25,697.02)
	SUBTOTAL		\$50,000.00	\$25,697.02	\$25,697.02	\$0.00	\$24,302.98
	MICROENTERPRISE TRAINING						
	TOTAL MICRO TRAINING BUDGET		\$12,000.00				\$12,000.00
030-63	Consultant / Contract Services	5400		\$0.00	\$0.00	\$0.00	\$0.00
030-63	Training Materials	5730		\$0.00	\$0.00	\$0.00	\$0.00
030-63	Client Training	5965		\$0.00	\$0.00	\$0.00	\$0.00
	SUBTOTAL		\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
	TOTAL MICROENTERPRISE		\$213,034.57	\$41,954.15	\$38,014.09	\$3,940.06	\$171,080.42
	TOTAL GRANT		\$570,118.00	\$205,979.62	\$196,498.70	\$9,480.92	\$364,138.38

Grant County's Subrecipient Checklist:

State Auditor's Office Audit Procedures for Testing Activities Allowed
And Not Allowed, As Published In 2007

Questions to ask before submitting a payment request

Was the expenditure or cost:

- ☒ Made for an allowable activity under the grant guidelines?
- ☒ Authorized (or not prohibited) under state or local laws or regulations?
- ☒ Approved by the federal awarding agency, if required?
- ☐ Allowable per Circular A-87 (June 2004 version), Attachment B, items 1-43?

For payroll transactions:

- ☒ Does the employee's time and effort documentation meet the requirements of Circular A-122?
- ☒ Allocable to the program? (*i.e.*, was the dollar amount charged to the program relative to the benefits received by the program? Is the federal grantor being charged its fair share of the cost?)
- ☒ Based on actual costs, not budgeted or projected amounts?
- ☒ Applied uniformly to federal and non-federal activities (*i.e.*, is the federal government being charged the same amount as if non-federal funds were being used to pay the cost)?
- ☒ Given consistent accounting treatment within and between accounting periods? (Consistency in accounting requires that costs incurred for the same purpose, in like circumstances, be treated as either direct costs only or indirect costs only with respect to final cost objectives).
- ☒ Calculated in conformity with generally accepted accounting principles, or another comprehensive basis of accounting, when required under the applicable cost principles?
- ☒ Not included as a cost (or used to meet cost sharing requirements) of other federally-supported activities of the current or a prior period?
- ☒ Net of all applicable credits? (*e.g.*, volume or cash discounts, insurance recoveries, refunds, rebates, trade-ins, adjustments for checks not cashed, and scrap sales).
- ☐ Not included as both a direct billing and as a component of indirect costs?
- ☐ Properly classified (*e.g.*, some costs may be incorrectly claimed as a direct cost instead of being incorporated as part of the indirect cost rate).
- ☒ Supported by appropriate documentation? (*e.g.*, approved purchase orders, receiving reports, vendor invoices, canceled checks, and time and attendance records.) *Documentation may be in an electronic form.*
- ☒ Correctly charged to the proper account code and grant period?

General Ledger System

OIC OF WASHINGTON

For User: Eliza Baysinger

Fund Expenditure report for: 500 - CDBG-CV1 10/1/20-12/31/23 (Fund status: Active)

Report year: 10/1/2020 thru 12/31/2023 Period ending: November 2022

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Date: 1/17/2023

Time: 4:04:41 PM

Account	-----Monthly-----			-----To Date-----		
	Budget	Expenditures	Pct	Budget	Expenditures	Pct
Department: 008 DIRECT ADMIN						
Program: 80 CEO OFFICE						
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$0.16	0.00%
5960 COMMUNICATION	\$0.00	\$0.00	0.00%	\$0.00	\$10.17	0.00%
Total for sub program ----->	\$0.00	\$0.00	0.00%	\$0.00	\$10.33	0.00%
Sub program: 50 FACILITY MAINT						
5601 DEPRECIATION EXP BLDG.	\$0.00	\$0.00	0.00%	\$0.00	\$2.41	0.00%
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$0.02	0.00%
5611 SPACE	\$0.00	\$0.00	0.00%	\$0.00	\$44.34	0.00%
5630 UTILITIES	\$0.00	\$0.00	0.00%	\$0.00	\$8.84	0.00%
5640 BUILD. REPAIR/MAINT.	\$0.00	\$0.00	0.00%	\$0.00	\$35.96	0.00%
5910 INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$0.16	0.00%
5912 LIABILITY INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$5.42	0.00%
Total for sub program ----->	\$0.00	\$0.00	0.00%	\$0.00	\$97.15	0.00%
Total for program 80 ----->	\$0.00	\$0.00	0.00%	\$0.00	\$107.48	0.00%
Program: 82 CFO/FISCAL						
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$0.77	0.00%
5960 COMMUNICATION	\$0.00	\$0.00	0.00%	\$0.00	\$26.53	0.00%
Total for sub program ----->	\$0.00	\$0.00	0.00%	\$0.00	\$27.30	0.00%
Sub program: 50 FACILITY MAINT						
5601 DEPRECIATION EXP BLDG.	\$0.00	\$0.00	0.00%	\$0.00	\$5.78	0.00%
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$0.04	0.00%
5611 SPACE	\$0.00	\$0.00	0.00%	\$0.00	\$106.14	0.00%
5630 UTILITIES	\$0.00	\$0.00	0.00%	\$0.00	\$21.16	0.00%
5640 BUILD. REPAIR/MAINT.	\$0.00	\$0.00	0.00%	\$0.00	\$86.08	0.00%
5910 INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$0.38	0.00%
5912 LIABILITY INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$12.97	0.00%

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Date: 1/17/2023

Time: 4:04:42 PM

Period ending: November 2022

\$0.00	(\$16.4
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General Ledger System

OIC OF WASHINGTON

For User: Eliza Baysinger

Fund Expenditure report for: 500 - CDBG-CV1 10/1/20-12/31/23 (Fund status: Active)

Report year: 10/1/2020 thru 12/31/2023

Period ending: November 2022

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Date: 1/17/2023

Time: 4:04:43 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5618 CLIENT MORTGAGE PYMENT	\$641.00	\$0.00	0.00%	\$16,666.00	\$23,019.85	138.12%	\$25,000.00	\$1,980.15
5619 HOUSING ASST/TRENT	\$128.00	\$1,301.00	1016.41%	\$3,328.00	\$16,800.10	504.81%	\$5,000.00	(\$11,800.10)
5700 CONSUMABLES	\$76.00	\$0.00	0.00%	\$1,976.00	\$783.30	39.64%	\$3,000.00	\$2,216.70
5712 REPRODUCTION SUPPLIES	\$51.00	\$0.00	0.00%	\$1,326.00	\$86.26	6.51%	\$2,000.00	\$1,913.74
5800 EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$738.98	0.00%	\$0.00	(\$738.98)
5910 INSURANCE	\$10.00	\$5.89	58.90%	\$260.00	\$91.52	35.20%	\$400.00	\$308.48
5912 LIABILITY INSURANCE	\$15.00	\$0.00	0.00%	\$390.00	\$0.00	0.00%	\$600.00	\$600.00
5945 ADVERTISING	\$64.00	\$0.00	0.00%	\$1,664.00	\$2,250.00	135.22%	\$2,500.00	\$250.00
5949 STAFF TRAINING	\$47.00	\$0.00	0.00%	\$1,222.78	\$0.00	0.00%	\$1,864.78	\$1,864.78
5959 SERVICES	\$512.00	\$0.00	0.00%	\$13,312.00	\$7,392.13	55.53%	\$20,000.00	\$12,607.87
5960 COMMUNICATION	\$48.00	\$0.00	0.00%	\$1,248.00	\$830.63	66.56%	\$1,900.00	\$1,069.37
5970 POSTAGE	\$7.00	\$0.00	0.00%	\$182.00	\$0.00	0.00%	\$300.00	\$300.00
Total for sub program ----->	\$2,999.00	\$3,063.45	102.15%	\$77,974.84	\$79,136.72	101.49%	\$117,384.84	\$38,248.12
Sub program: 50 SUBSISTENCE MAINTENANCE								
5601 DEPRECIATION EXP BLDG.	\$11.00	\$0.00	0.00%	\$286.00	\$25.36	8.87%	\$461.00	\$435.64
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$0.02	0.00%	\$0.00	(\$0.02)
5611 SPACE	\$17.00	\$0.00	0.00%	\$442.00	\$66.66	21.87%	\$667.00	\$570.34
5630 UTILITIES	\$15.00	\$0.00	0.00%	\$390.00	\$13.81	3.54%	\$586.00	\$572.19
5640 BUILD. REPAIR/MAINT.	\$15.00	\$0.00	0.00%	\$390.00	\$21.02	5.39%	\$613.00	\$591.98
5910 INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$0.12	0.00%	\$24.00	\$23.88
5912 LIABILITY INSURANCE	\$3.00	\$0.00	0.00%	\$78.00	\$7.67	9.83%	\$149.00	\$141.33
Total for sub program 50 ----->	\$61.00	\$0.00	0.00%	\$1,586.00	\$164.66	10.38%	\$2,500.00	\$2,335.34
Total for program 62 ----->	\$3,060.00	\$3,063.45	100.11%	\$79,560.84	\$79,301.38	99.67%	\$119,884.84	\$40,583.46
Program: 63 MICROENTRPRS ----->								
5311 SALARIES, WAGES EXPENSE	\$1,569.00	\$2,913.85	185.71%	\$40,794.02	\$5,505.22	13.50%	\$61,196.02	\$55,690.80
5351 FICA, OIC EXP	\$112.00	\$222.92	199.04%	\$2,912.00	\$411.96	14.15%	\$4,386.00	\$3,974.04
5352 LAND, OIC SHARE	\$14.00	\$23.26	166.14%	\$364.00	\$40.39	11.10%	\$581.00	\$540.61
5353 STATE UC(ES), OIC EXP	\$38.00	\$41.39	108.92%	\$988.00	\$64.25	6.50%	\$1,499.00	\$1,434.75

General Ledger System

OIC OF WASHINGTON

For User: Eliza Baysinger

Fund Expenditure report for: 500 - CDBG-CV1 10/1/20-12/31/23 (Fund status: Active)

Report year: 10/1/2020 thru 12/31/2023

Period ending: November 2022

Page: Page 4 of 6

Date: 1/17/2023

Time: 4:04:44 PM

Account	Monthly			To Date			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5355 PAID FAMILY MEDICAL LEAVE	\$7.00	\$17.48 -	249.71%	\$182.00	\$36.00	19.78%	\$295.00	\$259.00
5360 DISABILITY OIC EXPENSE	\$25.00	\$0.00	0.00%	\$650.00	\$40.38	6.21%	\$986.00	\$945.62
5361 MEDICAL INSURANCE,OIC EXP	\$497.00	\$2.34 -	0.47%	\$12,922.00	\$644.92	4.99%	\$19,401.00	\$18,756.08
5362 LIFE INSURANCE,OIC EXP	\$10.00	\$0.00	0.00%	\$260.00	\$16.05	6.17%	\$392.00	\$375.95
5363 PENSION,OIC EXP	\$136.00	\$203.97 -	149.98%	\$3,536.00	\$420.05	11.88%	\$5,335.00	\$4,914.95
5364 ACCRUED PTO EXP	\$172.00	\$0.00	0.00%	\$4,472.00	\$264.84	5.92%	\$6,740.00	\$6,475.16
5402 AUDIT COSTS	\$25.00	\$0.00	0.00%	\$650.00	\$85.21	13.11%	\$1,000.00	\$914.79
5403 WEBSITE DESIGN & HOSTING	\$0.00	\$109.59 -	0.00%	\$0.00	\$672.12	0.00%	\$0.00	(\$672.12)
5500 TRAVEL	\$51.00	\$142.42 -	279.25%	\$1,326.00	\$505.77	38.14%	\$2,000.00	\$1,494.23
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$1.78	0.00%	\$0.00	(\$1.78)
5618 CLIENT MORTGAGE PYMENT	\$51.00	\$0.00	0.00%	\$1,326.00	\$0.00	0.00%	\$2,000.00	\$2,000.00
5619 HOUSING ASST/RENT	\$1,435.00	\$0.00	0.00%	\$37,310.00	\$0.00	0.00%	\$56,000.00	\$56,000.00
5700 CONSUMABLES	\$102.00	\$0.00	0.00%	\$2,652.00	\$292.60	11.03%	\$4,000.00	\$3,707.40
5712 REPRODUCTION SUPPLIES	\$64.00	\$0.00	0.00%	\$1,664.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
5800 EQUIPMENT	\$102.00	\$0.00	0.00%	\$2,652.00	\$2,941.86	110.93%	\$4,000.00	\$1,058.14
5910 INSURANCE	\$10.00	\$5.38 -	53.80%	\$260.00	\$13.81	5.31%	\$400.00	\$386.19
5912 LIABILITY INSURANCE	\$15.00	\$0.00	0.00%	\$390.00	\$0.00	0.00%	\$600.00	\$600.00
5945 ADVERTISING	\$64.00	\$0.00	0.00%	\$1,664.00	\$1,350.00	81.13%	\$2,500.00	\$1,150.00
5949 STAFF TRAINING	\$51.00	\$0.00	0.00%	\$1,326.00	\$0.00	0.00%	\$2,000.00	\$2,000.00
5959 SERVICES	\$51.00	\$0.00	0.00%	\$1,326.00	\$25,697.02	1937.94%	\$2,000.00	(\$23,697.02)
5960 COMMUNICATION	\$48.00	\$0.00	0.00%	\$1,248.00	\$0.00	0.00%	\$1,900.00	\$1,900.00
5965 CLIENT TRAINING	\$51.00	\$0.00	0.00%	\$1,326.00	\$0.00	0.00%	\$2,000.00	\$2,000.00
5970 POSTAGE	\$7.00	\$0.00	0.00%	\$182.00	\$0.00	0.00%	\$300.00	\$300.00
Total for sub program	\$4,707.00	\$3,682.60	78.24%	\$122,382.02	\$39,004.23	31.87%	\$184,011.02	\$145,006.79
Sub program:	50 MICRO MAINTENANCE							
5601 DEPRECIATION EXP BLDG.	\$14.00	\$0.00	0.00%	\$364.00	\$3.00	0.82%	\$553.00	\$550.00
5611 SPACE	\$20.00	\$0.00	0.00%	\$520.00	\$0.00	0.00%	\$800.00	\$800.00
5630 UTILITIES	\$18.00	\$0.00	0.00%	\$468.00	\$0.00	0.00%	\$703.00	\$703.00
5640 BUILD. REPAIR/MAINT.	\$18.00	\$0.00	0.00%	\$468.00	\$0.00	0.00%	\$736.00	\$736.00

General Ledger System

OIC OF WASHINGTON

For User: Eliza Baysinger

Fund Expenditure report for: 500 - CDBG-CV1 10/1/20-12/31/23 (Fund status: Active)

Report year: 10/1/2020 thru 12/31/2023

Period ending: November 2022

Page: Page 5 of 6

Date: 1/17/2023

Time: 4:04:44 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5910 INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$28.00	\$28.00
5912 LIABILITY INSURANCE	\$4.00	\$0.00	0.00%	\$104.00	\$0.00	0.00%	\$180.00	\$180.00
Total for sub program 50 ----->		\$74.00	0.00%	\$1,924.00	\$3.00	0.16%	\$3,000.00	\$2,997.00
Total for program 63 ----->		\$4,781.00	77.03%	\$124,306.02	\$39,007.23	31.38%	\$187,011.02	\$148,003.79
Program: 64 HOUSING								
5311 SALARIES,WAGES EXPENSE	\$1,648.00	\$1,168.84	70.92%	\$42,848.74	\$6,115.06	14.27%	\$64,294.74	\$58,179.68
5351 FICA,OIC EXP	\$118.00	\$88.49	74.99%	\$3,068.00	\$466.76	15.21%	\$4,608.00	\$4,141.24
5352 L AND I,OIC SHARE	\$15.00	\$7.49	49.93%	\$390.00	\$32.94	8.45%	\$611.00	\$578.06
5353 STATE UC(IES),OIC EXP	\$40.00	\$16.59	41.48%	\$1,040.00	\$89.94	8.65%	\$1,575.00	\$1,485.06
5355 PAID FAMILY MEDICAL LEAVE	\$7.00	\$7.07	101.00%	\$182.00	\$38.65	21.24%	\$310.00	\$271.35
5360 DISABILITY OIC EXPENSE	\$26.00	\$3.70	14.23%	\$676.00	\$55.40	8.20%	\$1,036.00	\$980.60
5361 MEDICAL INSURANCE,OIC EXP	\$522.00	\$56.32	10.79%	\$13,572.00	\$312.99	2.31%	\$20,384.00	\$20,071.01
5362 LIFE INSURANCE,OIC EXP	\$10.00	\$1.47	14.70%	\$260.00	\$22.05	8.48%	\$412.00	\$389.95
5363 PENSION,OIC EXP	\$143.00	\$82.50	57.69%	\$3,718.00	\$450.93	12.13%	\$5,605.00	\$5,154.07
5364 ACCRUED PTO EXP	\$181.00	\$21.56	11.91%	\$4,706.00	\$345.05	7.33%	\$7,082.00	\$6,736.95
5402 AUDIT COSTS	\$7.00	\$0.00	0.00%	\$182.00	\$25.46	13.99%	\$300.00	\$274.54
5411 CREDIT REPORTS	\$0.00	\$0.00	0.00%	\$0.00	\$366.60	0.00%	\$0.00	(\$366.60)
5500 TRAVEL	\$51.00	\$48.15	94.41%	\$1,326.00	\$1,165.00	87.86%	\$2,000.00	\$835.00
5602 DEPRECIATION EXP EQUIP	\$0.00	\$0.00	0.00%	\$0.00	\$2.87	0.00%	\$0.00	(\$2.87)
5618 CLIENT MORTGAGE PYMENT	\$153.00	\$0.00	0.00%	\$3,978.00	\$7,573.46	190.38%	\$6,000.00	(\$1,573.46)
5619 HOUSING ASST/RENT	\$1,128.00	\$0.00	0.00%	\$29,328.00	\$42,074.45	143.46%	\$44,000.00	\$1,925.55
5700 CONSUMABLES	\$89.00	\$70.27	78.96%	\$2,314.00	\$1,209.81	52.28%	\$3,500.00	\$2,290.19
5712 REPRODUCTION SUPPLIES	\$64.00	\$0.00	0.00%	\$1,664.00	\$54.05	3.25%	\$2,500.00	\$2,445.95
5800 EQUIPMENT	\$102.00	\$0.00	0.00%	\$2,652.00	\$2,568.42	96.85%	\$4,000.00	\$1,431.58
5910 INSURANCE	\$10.00	\$3.18	31.80%	\$260.00	\$24.49	9.42%	\$400.00	\$375.51
5912 LIABILITY INSURANCE	\$15.00	\$0.00	0.00%	\$390.00	\$0.00	0.00%	\$600.00	\$600.00
5945 ADVERTISING	\$89.00	\$0.00	0.00%	\$2,314.00	\$6,220.00	268.80%	\$3,500.00	(\$2,720.00)
5949 STAFF TRAINING	\$51.00	\$0.00	0.00%	\$1,326.00	\$200.00	15.08%	\$2,000.00	\$1,800.00
5960 COMMUNICATION	\$48.00	\$0.00	0.00%	\$1,248.00	\$1,403.29	112.44%	\$1,900.00	\$496.71

General Ledger System

OIC OF WASHINGTON

For User: Eliza Baysinger

Fund Expenditure report for: 500 - CDBG-CV1 10/1/20-12/31/23 (Fund status: Active)

Report year: 10/1/2020 thru 12/31/2023 Period ending: November 2022

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Date: 1/17/2023

Time: 4:04:45 PM

Account	Monthly			To Date			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5970 POSTAGE	\$12.00	\$0.00	0.00%	\$312.00	\$169.01	54.17%	\$500.00	\$330.99
Total for sub program ----->	\$4,529.00	\$1,575.63	34.79%	\$117,754.74	\$70,986.68	60.28%	\$177,117.74	\$106,131.06
Sub program: 50 HOUSING MAINT								
5601 DEPRECIATION EXP BLDG.	\$14.00	\$0.00	0.00%	\$364.00	\$0.00	0.00%	\$553.00	\$553.00
5611 SPACE	\$20.00	\$0.00	0.00%	\$520.00	\$0.00	0.00%	\$800.00	\$800.00
5630 UTILITIES	\$18.00	\$0.00	0.00%	\$468.00	\$0.00	0.00%	\$703.00	\$703.00
5640 BUIL.D. REPAIR/MAINT.	\$18.00	\$0.00	0.00%	\$468.00	\$0.00	0.00%	\$736.00	\$736.00
5910 INSURANCE	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$28.00	\$28.00
5912 LIABILITY INSURANCE	\$4.00	\$0.00	0.00%	\$104.00	\$0.00	0.00%	\$180.00	\$180.00
Total for sub program 50 ----->	\$74.00	\$0.00	0.00%	\$1,924.00	\$0.00	0.00%	\$3,000.00	\$3,000.00
Total for program 64 ----->	\$4,603.00	\$1,575.63	34.23%	\$119,678.74	\$70,986.68	59.31%	\$180,117.74	\$109,131.06
Total for department 030 ----->	\$12,444.00	\$8,321.68	66.87%	\$323,545.60	\$189,295.29	58.51%	\$487,013.60	\$297,718.31
Fund Totals	\$14,574.00	\$8,321.68	57.10%	\$378,926.00	\$205,979.62	54.36%	\$570,117.00	\$364,137.38

+ 1,158.24 per mo not billed

\$ 9,480.92

Previous Month Expenses

Category	txtp	period	year	Fundl	Deptl	Prog	Subl	Object	objectname	Transaction	Transactio	Document#	txVen	CustIna	Description	Amount
Admin	August	2022	2022	500	009	02		5312	SALARY ADM. ALLOCAT	1/4/2023	AJE	143464			08/2022 admin pool allocator	\$336.25
Admin	August	2022	2022	500	009	02		5354	P/R TAX & BEN. ADM AL	1/4/2023	AJE	143464			08/2022 admin pool allocator	\$153.90
Admin	August	2022	2022	500	009	02		5999	NON PERSONNEL ADM.	1/3/2023	AJE	143452			8/2022 Admin Pool Allocation	\$117.88
Admin Total																
Housing	September	2022	2022	500	030	64		5945	ADVERTISING	9/30/2022	Voucher	204609			ALPHA MEDIA LI MC-1220916857 ALPHA MEI	\$540.00
Housing Total																
Micro Adm	October	2022	2022	500	030	63	50	5601	DEPRECIATION EXP BLI	1/1/1/2023	AJE	143556			10/22 Moses Lake Depreciat	\$3.00
Micro Adm	October	2022	2022	500	030	63		5602	DEPRECIATION EXP EQ	1/1/1/2023	AJE	143561			10/22 Server Depreciation Ex	\$1.78
Micro Admin Total																
Subsistenc	October	2022	2022	500	030	62	50	5601	DEPRECIATION EXP BLI	1/1/1/2023	AJE	143556			10/22 Moses Lake Depreciat	\$5.68
Subsistenc	October	2022	2022	500	030	62		5602	DEPRECIATION EXP EQ	1/1/1/2023	AJE	143560			10/22 Server Depreciation Ex	\$0.75
Subsistence Admin Total																
Grand Total																
																\$1,159.24

Admin \$ 355.35
+ 252.68
608.03
Total Admin \$ 608.03

COVID-19 Utility/Rent/Mortgage Subsistence Payments
Project Detail Report Grant County
CDBG Contract #20-6221C-111
As of 11/30/2022

On-going COVID Assistance Details

(Note: No direct payments to clients)

[illegible]

November 2022

[illegible]

CDBG Public Services Expenditure Report

STATE OF WASHINGTON

DEPT OF COMMERCE
ATTN: CDBG PROGRAM
PO BOX 42525
OLYMPIA, WA 98504-2525

COMMUNITY DEVELOPMENT BLOCK GRANT - CV GRANTS

HOUSING & SUBSISTENCE

CERTIFICATION: I certify that the information on this form is a true and accurate report of the cash status and that all reported expenditures are properly chargeable to the referenced grant.

SUBRECIPIENT:

OIC OF WASHINGTON
815 FRUITVALE BLVD
YAKIMA WA 98902

CDBG CONTRACT NO:

20-6221C-111

REPORT MONTH:

Nov-22

REPORT NUMBER:

26

Signature:



Printed Name: DEREJE MEKURIA

Title: CFO

Date: 1/18/2023

TOTAL AMOUNT REQUESTED THIS PERIOD:

\$5,540.86

1. Name of Service Program: HOUSING CDBG CV	CDBG amount requested for these program activities this period:	\$1,301.00
Description of service program and how low- and moderate-income (LMI) persons were served this period: Assistance was advertised by radio, print and social media to targeted areas and qualifying households throughout the service area.		

2. Name of Service Program: SUBSISTENCE CDBG CV	CDBG amount requested for these program activities this period:	
Description of service program how low- and moderate-income (LMI) persons were served this period: Assistance was advertised by radio, print and social media to targeted areas and qualifying households throughout the service area.		

3. Name of Service Program: ADMIN HOUSING/SUBSISTENCE & OPERATIONS		\$4,239.86
Description of service program how low- and moderate-income (LMI) persons were served this period: General administration expenses associated with managing Housing and Subsistence activities oversight and assessments. Indirect admin.		

CDBG Public Services Expenditure Report

STATE OF WASHINGTON

COMMUNITY DEVELOPMENT BLOCK GRANT - CV GRANTS

DEPT OF COMMERCE
ATTN: CDBG PROGRAM
PO BOX 42525
OLYMPIA, WA 98504-2525

MICRO-ENTERPRISE

CERTIFICATION: I certify that the information on this form is a true and accurate report of the cash status and that all reported expenditures are properly chargeable to the referenced grant.

SUBRECIPIENT:

OIC OF WASHINGTON
815 FRUITVALE BLVD
YAKIMA WA 98902

CDBG CONTRACT NO:

20-6221C-111

REPORT MONTH:

Nov-22

REPORT NUMBER:

26

Signature:

Printed Name: DEREJE MEKURIA

Title: CFO

Date: 1/18/2023

TOTAL AMOUNT REQUESTED THIS PERIOD:

\$3,940.06

1. Name of Service Program: MICRO-ENTERPRISE

Description of service program and how low- and moderate-income (LMI) persons were served this period: Assistance was advertised to Micro-Businesses by radio, print, social media and face-to-face and assisted to financially qualifying businesses within the service areas.

CDBG amount requested for these program activities this period:

2. Name of Service Program: ADMINISTRATION MICRO-ENTERPRISE

Description of service program how low- and moderate-income (LMI) persons were served this period: General administration expenses associated with managing Micro-Enterprise activities oversight and assessments. Indirect Admin.

CDBG amount requested for these program activities this period:

\$3,940.06